



ADP Algebra I & II End-of-Course Exam Spring 2010 Providing Participation Counts and Ordering Test Materials

As indicated in the letter that you received with these instructions, no action is required on your part until February of 2010.

PearsonAccess ADP Website

District test coordinators will use Pearson's PearsonAccess ADP website at www.PearsonAccess.com to perform a number of ADP End-of-Course Exam test-related duties, including:

Entering participation counts (ordering test materials) and verifying contact information	Between February 1 and March 2, 2010
Submitting student pre-identification data	Between February 1 and March 18, 2010
Create Testing Sessions (online testing only)	Between April 28 and June 2, 2010
Viewing electronic roster reports with student-level results available on PearsonAccess website	16 days after Pearson receives all student responses from an entire school
Viewing electronic student/guardian reports and related summary reports available on PearsonAccess website	16 days after Pearson receives student responses from all New Jersey districts

This document is intended to assist you in entering participation counts and verifying contact information. The PearsonAccess ADP User's Guide also is available on the website as a resource as you are completing these and other tasks within PearsonAccess. Please print and refer to the PearsonAccess ADP User's Guide when you log into the website for answers to questions you may have about the site.

To access additional resources in the public area of the PearsonAccess website, including the ADP User's Guide and the Test Administration Manual, go to www.PearsonAccess.com. In the center of the screen under "Everything Starts Here," choose "ADP" in the drop-down menu. Click the Support tab. Additional resources are listed in the Top Resources area near the middle of the page and in the User Documentation area under Resource Categories.

Please note, certain features of the PearsonAccess ADP site will be locked during the participation count window and will be made available later in the testing cycle (e.g., Test Results).

Prior to February 1, 2010, new users designated by the New Jersey Department of Education will receive an email that will include your current PearsonAccess user ID. If you have any questions or concerns regarding your PearsonAccess user ID, please contact Pearson at 1-866-688-9555 or email ADP@support.pearson.com. Please note

that new accounts must be approved by the New Jersey Department of Education before Pearson can create them in PearsonAccess. District test coordinators have the ability to create new user accounts for personnel in their districts.

Entering Participation Counts

Between February 1 and March 2, 2010, log onto the PearsonAccess ADP site to enter participation counts (number of students testing) for each school within your district that will be administering the Exam. Specify the quantity of regular, large print, Braille, and audio test materials required by each school. Also enter the number of students in your district that will be testing online.

1. Go to Test Setup > Participation Counts.
You will see all of the schools in your district that are eligible to participate in the spring administration. If there is a school that is not listed that you believe should be, please call Pearson at 1-866-688-9555 or email ADP@support.pearson.com.
2. To manage participation counts for a specific school, click on the school name to open the participation counts screen.
3. Click **Edit** to open the participation counts “entry” fields.
4. Enter the participation counts in the appropriate rows and columns (see the graphic below). **Note:** the number in parenthesis reflects the participation counts entered for Spring 2009.
5. Click **Save**. **Note:** a screen will appear asking the user to either modify their counts or continue to the confirmation screen.
6. A confirmation screen will open. Mark the status as “Complete.” The Status column will show whether the participation counts process for a school is “Complete,” “In Progress,” or “Not Started.” Participation counts can be changed, regardless of the status shown on the screen, until March 2, 2010, when they become final.

Enter your participation counts here and click “save.”

Organization	Subject	Online	Paper			
			Regular	Large Print	Braille	Audio
Example School 123123123123	Algebra I	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)
	Algebra II	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)

Status: Not Started

Save Cancel

Viewing Summary Reports of Participation Counts

After you enter participation counts for all schools within your district that will be testing, a report that summarizes participation count quantities is available. To view the participation report, click **Reports** on the Participation Counts overview screen and select the “Participation Count Totals” from the drop-down list. The report lists total quantities entered by form type (regular, online, large print, Braille, audio).

Verify Shipping Information

After you have entered your participation counts, you need to verify that the shipping information in the system is accurate. Test materials will be packaged by school and shipped to the district test coordinator. All shipping addresses for schools participating in your district should be the same (district address).

To verify shipping information:

1. Go to Administrative Management > View Organizations.
2. Click on the name of your district and the **Contacts tab**. Verify that the name and address for the person receiving the test materials are correct.
3. Click **Edit** to open the screen with "entry" fields.
4. Click **Save**. A confirmation screen will open and you can select whether you would like to return to the **Contacts** tab.

Overage

As indicated above, New Jersey testing materials will be packaged by school and shipped to the district. School boxes will include 5% overage. The district will receive an additional 10% overage based on the total district order quantity. The overage is for regular materials only and is added to the participation counts entered into PearsonAccess. Districts do not need to order overage of regular test materials. Actual order quantities will be used to determine shipping quantities for large print, Braille, and audio test material quantities (overage is not automatically added to the order for these specialty items).

Student Pre-ID Data

Along with these instructions and the invitation memo, you should have received the Spring 2010 ADP Algebra I and II Pre-ID File Layout. Please begin to prepare the pre-ID file for your district, including only those students who will be testing this spring. The file must follow the layout provided, and it should be submitted through the PearsonAccess ADP site (www.PearsonAccess.com) between February 1 and March 18, 2010. **NOTE: The student ID field is required. Please use each student's 10-digit NJ SMART state student ID in this field.**

If a student is not included in your district's pre-ID file but will be testing, register the student manually or load the student in a separate pre-ID file. Directions for this process can be found in the PearsonAccess ADP User's Guide.

Student data must be entered into PearsonAccess for student results to be reported. See the ADP User's Guide or the SDU Instructions document for guidance on submitting SDU files.